

19.145 EMPLOYEE PERSONNEL JACKETS

References:

Procedure 18.120 – Release of Information and Public Records
Manual of Rules and Regulations – 9.26(B)

Purpose:

To maintain accurate records of the performance of each Department employee to be utilized as a resource for career development and management of personnel.

Policy:

Personnel jackets, medical jackets, and personnel information sheets will be created and maintained for all sworn and civilian Police Department employees.

Procedure:

A. Personnel Jackets

1. Personnel Section will create all Personnel Jackets.
 - a. Personnel Jackets will be stored and maintained at the Personnel Section.
2. The Personnel Jacket will contain the following:
 - a. Personal history including previous employment and formal education of the employee.
 - b. Current photo of employee
 - c. Promotional information
 - d. Current and previous assignments
 - e. Auto accident information
 - f. Commendations
 - g. Performance ratings
 - h. Disciplinary actions

B. Personnel Information Sheet

1. Training Section will create the Personnel Information Sheets for Police Recruits.
2. Personnel Section will create the Personnel Information Sheets for civilian employees.

3. Personnel Information Sheets will include the following:
 - a. Name
 - b. Rank
 - c. SSN
 - d. DOB
 - e. Badge #
 - f. Employee ID number
 - g. Continuous Service Record
4. District/Section/Unit Responsibilities:
 - a. District/section/unit commanders will keep the Personnel Information Sheet in a binder in a secure location.
 - b. Districts/sections/units will complete the following sections on the Personnel Information Sheet:
 - 1) Firearm #
 - 2) Handcuff(s) #
 - 3) PR-24 #
 - 4) CDOP Helmet #
 - 5) Performance Ratings
 - a) The year and score will be completed only when notified by Personnel Section staff because an employee may have several separate ratings that require an average to calculate a final score.
 - 6) Auto Accident Record
 - a) Complete when the original reports of the incident are concluded.
 - 7) Commendations
 - a) When a district/section/unit receives a commendation for an employee, use the date of the commendation to fill in the year. Document cumulative commendations for that year with slashes (/). For example, \\\ would mean three commendations received in 2003.
 - 8) Disciplinary Action

- a) Enter the year disciplinary action is given to an employee. Disciplinary actions are described in Rule 9.26(B) of the Manual of Rules and Regulations and Disciplinary Process.
- b) Circle "Y" for Yes. Regardless of the number of disciplinary actions on file in any given year, the only indication will be a circled "Y." This means there is some form of disciplinary action on file in the original Personnel Jacket located at Personnel Section.
 - 1] Purge disciplinary files only when directed by the Personnel Section, in accordance with the terms of the current labor agreements.

9) Miscellaneous

- a) Use this section to indicate:
 - 1] SWAT member
 - 2] Sign language skills
 - 3] An employee has been granted an exemption to grooming standards.
 - 4] Other information considered valuable for quick retrieval about the employee.
- c. Do not indicate an officer qualified during the year at the Firearms Training Unit, or attended various training programs. This information is on file at the Training Section.
- d. Do not keep other papers in the Personnel Information Sheet binder.

5. Transfer of Personnel

- a. Upon transfer of an employee, the district/section/unit commander will forward the Personnel Information Sheet and the duplicate Medical Jacket to the Personnel Section.
 - 1) Personnel Section will examine all jackets for accuracy and forward the Personnel Information Sheet and the duplicate Medical Jacket to the employee's next district/section/ unit commander.

C. Medical Jackets

- 1. Personnel Section will create and maintain all original Medical Jackets.

2. All districts/sections/units will receive a duplicate Medical Jacket from Personnel Section and maintain the duplicate Medical Jacket for each employee.
 3. Medical Jackets are considered confidential and are subject to viewing only under the following circumstances when:
 - a. Supervisors may be told about necessary restrictions or accommodations on the work or duties of the employee.
 - b. First aid and safety personnel may be told, when appropriate, if the disability might require emergency treatment.
 - c. Needed for the management of sick leave benefits.
 - d. Government officials investigating compliance with the Americans With Disabilities Act (ADA) must be given relevant information on request.
 - e. The employee who is the subject of the jacket requests to view it.
 4. Refer anyone requesting information from the Medical Jacket for any other reason to Personnel Section.
- D. Recording Change in Residence, Telephone Number, or Marital Status
1. The bureau/district/section/unit will record any of the above changes on a Change in Personal Information report (Form 31P).
 2. Employee and supervisor signatures are required on all Forms 31P.
 3. The employee's unit of assignment will make the necessary changes in its own records.
 4. Route the completed Form 31P to the Personnel Section, via the chain of command, for data entry and filing.